



Meeting Vita

Location: Yakima City Hall  
 City Council Chambers

**Time: 2:00 p.m**

**BOARD OF DIRECTORS  
 BOARD MEETING MINUTES  
 OCTOBER 11, 2007**

1. **Tom Gasseling, Chair**, called the Meeting to order at 2:06 p.m.
2. **Clerk of Board – Roll Call** All were present. There was a quorum.

<b>PRESENT WERE:</b>	
<b>BOARD MEMBERS:</b> Tom Gasseling, Member-at-Large, Chair Bob Jones, Small Cities Rep., Vice-Chair Mike Leita, County Commissioner Rand Elliott, County Commissioner Bill Lover, Large City Rep  <b>LEGAL COUNSEL:</b> Gary Cuillier, Board Counsel  <b>ABSENT:</b> Allen Schmid, Alternate, Small Cities Rep Neil McClure, Alternate, Large City Rep Ron Gamache, Alternate, Co Commissioner	<b>STAFF:</b> Gary Pruitt, YRCAA Director Patty Walker, Clerk of the Board Staff, Engineering Staff, Fiscal Manager Staff, Public Information Officer Staff, Compliance and Monitoring  <b>VISITORS:</b> Jim Dyjak, Citizen Larry Fendell, Citizen Donna Ruud, Citizen  <b>MEDIA:</b> Mike Brown, YPAC

3. **Additions and Deletions to Agenda** – Board Chair asked if there were any additions or deletions to the Agenda. There were none.
4. **Public Comment**  
 Chair, Tom Gasseling presented Donna Ruud, retired employee from YRCAA with a plaque of appreciation from the Board and Staff of YRCAA in performance of duties with YRCAA and NOC from 2003 to 2006.  
 Chair, Tom Gasseling, asked if there were any public comments. There were none.
- 5.1 By consent, approve Minutes of August Board Meeting.
- 5.2 By consent, accept letter in lieu of minutes for September Board Meeting.
- 5.3 By consent, accept and file YRCAA Calendar of Meetings.
- 5.4 By consent, accept and file YRCAA August, 2007 Activities.
- 5.5 By consent, accept and file YRCAA September, 2007 Activities.
- 5.6 By consent, approve and file transmittal of September fiscal vouchers in the amount of \$113,340.69.
- 5.7 By consent, approve and file transmittal of October fiscal vouchers in the amount of \$81,242.93.
- 5.8 By consent, approve and file Local Assessment Status Report for 2007.
- 5.9 By consent, accept and file August and September Air Quality Data.
- 5.10 By consent, appoint Investment and Alternate Investment Officer, per Resolution 2007-12.

Mike Leita moved to approve Consent Agenda items 5.1 thru 5.10. Bob Jones, seconded. Consent Agenda items were approved.

## REGULAR AGENDA

### 6. **Fiscal Report (Financial Statements) from ACTS**

Eric Kelsey from ACTS was not in attendance. Gary Pruitt, Director, advised that there were no surprises as we anticipated. The numbers are firm and we now have an accurate picture of where we are financially. Rand Elliott requested to have a quarterly report done in-house for the Board. Tom Gasseling defined the purpose of the audit to determine what funds were dedicated, and those that are not dedicated.

Board was in concurrence that a quarterly report on financial transactions to let the Board know the financial stability of the Agency. Preparation for the reports will begin January, 2008 with the first report in April. Director advised Board that with our move from the County Auditor's services will enable staff to provide the report requested. The Financial Statements from ACTS will give a good base line for staff.

### 7. **Woodstove Change-Out Program Report**

Dave Caprile, Public Information Officer, reported to Board about the grant received from Ecology in the amount of \$175,000 to assist low income households. Participants are subject to certain guidelines in order to qualify. This will be used to enable people to change from their old non-certified stoves to new certified stoves, or other heating device. The heating device would have to be installed professionally. The cap for each new heating device is \$3,000. For landlords it would be 50-50 for the replacement of the non-certified wood stove. Target areas are Urban Growth Areas of Selah, Yakima and Union Gap.

Staff informed Board the names of companies and groups that are partnering with YRCAA in an effort to have a smooth transition of their heating device. There was discussion by Board on how the program would work, and appreciation for the emphasis on public education and efforts by staff to work with the community.

Staff gave Board two cd's that were made to help homeowners with wood stoves how to heat their homes efficiently using wood. The Director advised that this is a community project and will help to make this program a success.

### 8. **Status Report on PM2.5 Reduction Plan**

Hasan Tahat, Engineering and Planning Division Supervisor, gave a brief overview of the PM2.5 Strategic Reduction Plan. Staff reported that the Speciation Monitor has been installed at Comprehensive Mental Health building and should begin collecting data sometime mid-month. The monitor data will distinguish between woodsmoke and other particulates. There was discussion on how the speciation monitor works, data that can be derived, use as a tool for emission inventories, etc.

Staff outlined the steps that are being taken to demonstrate YRCAA reducing particulates for PM2.5. Goal is to have Yakima County non-designated at this time.

### 9. **Consider Approving Administrative Code Part B, Sections 10, 6, 8, and 9**

Gary Pruitt, presented the Administrative Codes to the Board. There was discussion about permitting processes, Title V, and Planning Process. Board approved Section 10, Budgeting, Accounting and Reporting System, Section 6, Permitting, and Section 8, Planning Process.

Board had questions regarding Section 9, Personnel Policies. Board requested it be brought to November Study Session for discussion and approval at the Regular Board Meeting.

Rand Elliott moved to approve Administrative Code Section 10 (Resolution 2007-11), Section 6, (Resolution 13) and Section 8, (Resolution 14), and reserve Section 9 for November. Mike Leita, seconded. Board approved Sections 10, 6 and 8.

Gary Pruitt advised Board that Section 9 had been reviewed by the labor attorney, Kirk Ellis, and Staff has incorporated his changes.

### 10. **Consider Approving CY 2008 Permit Fee Schedule**

Gary Pruitt presented the Proposed CY 2008 Permit Fee Schedule. Baseline for the permit fees were from the 2005 Permit Fee Schedule. He continued that the increases are based on CPI calculation each year for the proposed fee schedule, and proposed to annually increase by the CPI

rather than bring to Board annually. Board discussed basis for increase and merit for the increase. Board wanted more information how the increases will reflect on the approved FY 2007-2008 Budget. Board affirms that an increase is needed, but wants to know impact and basis for each increase. Board is not in favor of an automatic increase based on CPI.

Discussion continued on policy of full cost recovery, and need for showing cost justification. Staff reiterated Board request. This will be brought to the November Study Session and to Regular Agenda for consideration of approval.

**11. Consider Approving PM2.5 Compliance Strategy**

The PM2.5 Compliance Strategy had been discussed in full during the Study Session. Board had concerns regarding violations for people that could least afford one and the need for more education and possible support in replacing their non-certified wood stove.

Board wants Staff to focus on compliance assistance rather than enforcement. Take a gentler approach.

**12. Director's Report**

Board was running late. Director reported briefly on the Wood Smoke Work Group and their report to the Governor's Office due in December. Director referred Board Members to the report and notify his office of any questions or concerns.

**13. Other Business**

There was no other business.

**14. Adjournment**

Mike Leita moved to adjourn. Rand Elliott, second. Meeting adjourned about 3:15 P.M.

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Tom Gasseling, Chair

**Audio cd of this meeting is available at the YRCAA for review.**  
*Minutes submitted to Board for approval November 8, 2007.*

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Patty Walker, Clerk of the Board